



UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

POSITION: Courtroom Deputy/Case Manager

ANNOUNCEMENT: 21-04

LOCATION: Greensboro, NC

CLASSIFICATION LEVEL/SALARY: CL 26/27 (\$47,071 - \$84,059)
Depending on experience and qualifications.

TERM: Permanent

CLOSING DATE: Open until filled
*Priority consideration given to applications received by **October 29, 2021**.*

POSITION DESCRIPTION

The Clerk of the United States District Court for the Middle District of North Carolina is accepting applications for the position of **Courtroom Deputy/Case Manager in Greensboro, N.C.** The Courtroom Deputy is an employee of the clerk's office, whose duty station is in Greensboro. The Courtroom Deputy will be assigned to a U.S. District Judge located in the Greensboro Courthouse. Occasional travel to Winston-Salem and/or Durham may be required.

REPRESENTATIVE DUTIES

- Managing the judge's caseload by monitoring the filing of documents, responses, and deadlines; setting dates and times for trials, hearings, and other necessary matters; and assisting the judge and judicial staff with case progression.
- Providing courtroom assistance by ensuring the orderly flow of proceedings, managing exhibits, assisting witnesses and jurors, and maintaining courtroom decorum.
- Serving as a liaison among the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently.

QUALIFICATIONS

- Requires a minimum of three years specialized experience which provided knowledge of legal terminology and procedure that might be found in a law office or other court in the judicial system.
- The successful candidate must have experience in a fast-paced and demanding environment with the ability to present a professional demeanor at all times.

- The candidate must have excellent organizational, analytical, oral and written communication skills.
- The ability to maintain confidential information and abide by Judiciary ethical standards is also required.
- Case docketing experience, strong computer skills and knowledge of CM/ECF is desirable.
- To be appointed at the CL 27 level, experience must include at least one year equivalent to work at the CL 26 level.
- Preference will be given to applicants who have experience and judgment with legal documents, such as those which might be found in a law office or in another court in the judicial system, or prior paralegal experience. Strong preference is given to candidates who have a North Carolina State Bar Paralegal Certification and experience in civil law.

BENEFITS

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States. Applicants can download an application from our web site at [Employment | Middle District of North Carolina | United States District Court \(uscourts.gov\)](#).

TO APPLY:

Submit resume, a completed Application for Federal Employment, and a cover letter (all in PDF format) stating the reasons for your interest in the position to ncmdml_persnnl@ncmd.uscourts.gov.

*Travel and relocation expenses will not be reimbursed.

The United States District Court is an Equal Opportunity Employer.